

Community Work Assessment Program

Date

Dear Parents, Guardians & Students:

If your student is eligible and scheduled to participate in the Community Work Assessment Program for the _____ school year they must complete the following forms prior to be placed in a work site:

- 1. Community Work Assessment Program Release Form**
This form has medical, contact, and transportation information on it, please make sure the transportation portion has all potential means of transportation checked even if it is not the student's primary means of transportation. This form **MUST** be signed by student and parent /guardian prior to the student starting their work site placement in the fall.
- 2. Responsibility Sheet**
Please read and understand the responsibilities of each person involved in the Community Work Assessment Program. This form **MUST** be signed by the student and parent / guardian.
- 3. Training Agreement**
The Student Information, School Contact Information, and Signatures Approving of Participation in the Program sections need to be completed. The student, parent and school official **MUST** sign this form.

Please make sure these forms are completed prior to the beginning of the tri that the student will be starting their placement. Have your student return the forms to their caseload teacher in their local school district.

If you have any questions regarding the content of these forms please feel free to contact **(insert caseload teacher name)** at (989)

Thank you for your efforts,

Signature